Ariba Vendor Registration

User Guide

buysense

STEPS TO REGISTER AS A VENDOR FOR ARIBA SUPPLIER NETWORK

You are required as a eVA vendor to register with the Ariba Supplier Network to enable order receiving capabilities.

To start with the registration process, access:
https://service.ariba.com/Supplier.aw

1. Click **Register Here** to open the **Welcome to Ariba Supplier Network Registration** page and begin the registration process.

2. Click **View Worksheet** to open the **Ariba Supplier Online Help** page.

   - This page will provide you a listing of all company information needed to register as a supplier with Ariba. Keep this window available, or print out the information listed for the registration process.

   - After you have read the help page and prepared your information, click **Proceed with Registration** to continue.

Registration
1 Business Information
2 Company Contact
3 Classifications
4 Account Administrator
5 Technical Capabilities
6 Agreement
□ Summary

The Ariba registration process is outlined in 6 steps. These 6 steps are shown on the left hand side menu, high lighting the page you are currently accessing.

Use this menu if you need to return to any step of the registration process.

1 Business Information

A wizard will guide you through the registration process.
To begin the process, enter your valid D-U-N-S number and your company name, then click Next.

* *Indicates required field*

* Company D-U-N-S® Number: [   ] - [   ] - [   ]   99 - 999 - 9999 | If you don't know your D-U-N-S number, contact Dun & Bradstreet, Inc.

* Company Name: [   ]

Tax ID Number: [   ]

[Next] [Exit]

3. The **Business Information** section will provide you fields to enter in your **DUNS** number and **Company Name**.

   - Click **Next** to open the **Company Information** page.

Note: All fields marked with an asterisk are required and need to be completed.

2 Company Information

Enter basic information about your company. This information is the core of your supplier profile, which will be visible to buying organizations on Ariba SN.

* *Indicates required field*

* Address 1:	
Address 2:	
Address 3:	
* City:	
* State:	Alabama
* Zip:	
* Country:	USA United States — This selection will refresh the page content
* Main Company Email:	
Main Company URL:	

4. In the **Company Information** section, enter information in the required fields:

- **Address 1** – Enter in additional information if needed in the 2nd and 3rd address fields.
- **City** – The City to which your company is located
- **State** – Click on the down arrow of the drop down menu to select the state.
- **Zip** -- The Zip to which your company is located.
- **Country** – Click on the down arrow of the drop down menu to select the country.
- **Main Company Email** – Enter the e-mail to which you want to be your main contact.

	Country	Area	Number
* Main Phone:	USA 1		
Main Fax:	USA 1		
* Preferred Timezone:	Select		
* Default Currency:	US Dollar Select Currency		

Previous Next Exit

- In the **Main Phone** field, enter the area code and number in the appropriate fields.

- Select the **Preferred Time zone**
- The **Default Currency** field will be set to **US Dollar**. If you need to change the currency, click **Select Currency** to view the currency selections.

When you have completed entering the fields, click **Next** to continue.

3 Classifications

To indicate the commodities you supply and the industries and territories you serve, click the buttons below. Take this optional step to help potential buyers find you on Ariba Supplier Network.

Commodities

Click this button to choose commodities your company supplies   [Choose Commodities]

Industries

Click this button to choose industries your company serves   [Choose Industries]

Territories

Click this button to choose territories your company serves   [Choose Territories]

[Previous] [Next] [Exit]

Note: **The following listed fields are not required**. You have previously defined your company's commodities during the eVA registration process.

- Click **Next** to continue with the registration process and advance to the **Account Administrator** section.

4 Account Administrator

Enter basic information for your administrator account. The name, phone, and email address will be part of your supplier profile, and visible to buying organizations.

* Indicates required field

* First Name:	
Middle Name:	
* Last Name:	
	Country Area Number Extension
* Phone:	USA 1 ▾
* Username:	Help
* Email Address:	
* Password:	Help
* Confirm Password:	
* Secret Question:	Help
* Secret Answer:	Help
* Preferred Language:	English ▾ Used for routed documents and email notifications

Previous Next Exit

5.   The **Account Administrator** section provides a listing of fields to enter information for the administrator for the Ariba account. Enter all required fields appropriately.

Note: The **Username** field must be your e-mail address. Enter this e-mail address in the **E-mail Address** field.

- The **Password** field **must** be 8 characters long and contain a numeric character somewhere in the middle of the entry. (**Example**: **password11**). Enter the password in the **Confirm Password** field.

- The **Secret Question** and **Secret Answer** fields are available if you have misplaced your password. Enter a question and answer you will remember!

- Once you have completed all the fields, click **Next** to open the **Technical Capabilities** section.

Note: Click **Help** when available for assistance with listed fields.

5 Technical Capabilities

Provide basic information about your technical capabilities. Ariba SN prepares your online workspace according to your preferences.

All accounts have the option of using fax, email, and/or online methods for routing documents. In addition, some suppliers support advanced order routing methods.

- If you do not currently support cXML or EDI, click Next.
- If you support cXML and/or EDI, select the appropriate checkbox (es) below. After registration, when you log in to your account, you will be prompted to enter additional information to configure your account.

Select all that apply:

☑ Fax
☑ Email
☑ Ariba SN Online Methods
☐ cXML
    Learn more about cXML: www.cxml.org
☐ EDI

[Previous] [Next] [Exit]

6. The **Technical Capabilities** section provides a listing of the contact methods your company has available to receive orders:

- **Fax** – Mark only if you want orders to be sent via fax.
- **Email** – Mark only if you want orders to be sent via your email account.
- **Ariba Supplier Network Online Inbox** – Mark only if you want orders to be sent to your ariba inbox.
- **cXML** – Mark only if you want orders to be delivered in a cXML format. Cick the **www.cXML.org** link for more information regarding the cXML format.
- **EDI** – Mark only if you want orders to be delivered in **Electronic Data Interchange** format.

- Click **Next** to open the **Agreement** for the **Ariba Supplier Network Terms of Use**.

6 Agreement

To continue with the registration process, you must check the check box acknowledging you read and agreed to the Ariba Supplier Network Terms Of Use.

[Print]

TERMS OF USE OF THE ARIBA SUPPLIER NETWORK

June 13, 2003

1. **General**
   These Terms Of Use of the Ariba Supplier Network (the "Agreement") describe the terms and conditions applicable to your company's ("you", "your") access of and use of the Ariba Supplier Network (the "Network"). Your access or use of the Network ("Network Use") is strictly subject to your compliance with this Agreement, your Technical Support Services agreement with Ariba, if any, and Ariba's then-current policies applicable to the Network. In case of conflict a software license agreement or Technical Support Services agreement you have executed with Ariba shall take precedence over this Terms of Use.

TOU v.10

[Print]

☐ I have read the Ariba Supplier Network Terms Of Use and agree to these terms.

[Previous] [Next] [Exit]

7. The **Ariba Supplier Network Terms of Use Agreement** will list terms that you need to agree with to complete the registration.

   - Mark the **I have read the Ariba Supplier Network Terms of Use and agree to these terms** check box at the bottom of the page after reading the agreement and click **Next** to continue to the **Summary** section.

eVA

7 Summary

Print

The information you have entered within the previous 6 sections will show here

Print

Previous | Submit | Exit

8. The **Summary** section will provide a listing of all the data you have entered during the Ariba registration process.

- Verify that all of the information is correct. If you feel that you need to edit any specific field you can return to that section by using the menu on the left hand side of the page.

- Click **Print** to print the information for record purposes.

- Click **Submit** to complete the Ariba registration process and to open the **Registration Confirmation** section. You will need to now login and modify your account.

- Please go to the next page of this document to configure the technical settings for your newly established Ariba supplier account.
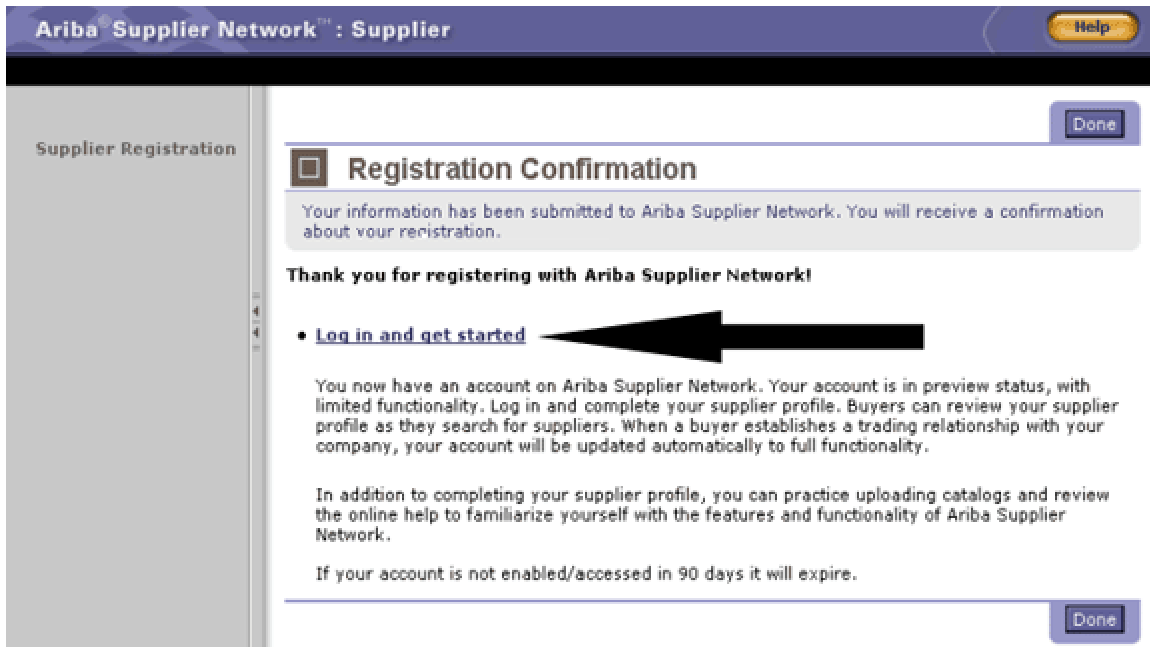
9. Click **Log in and get Started** to configure your account.
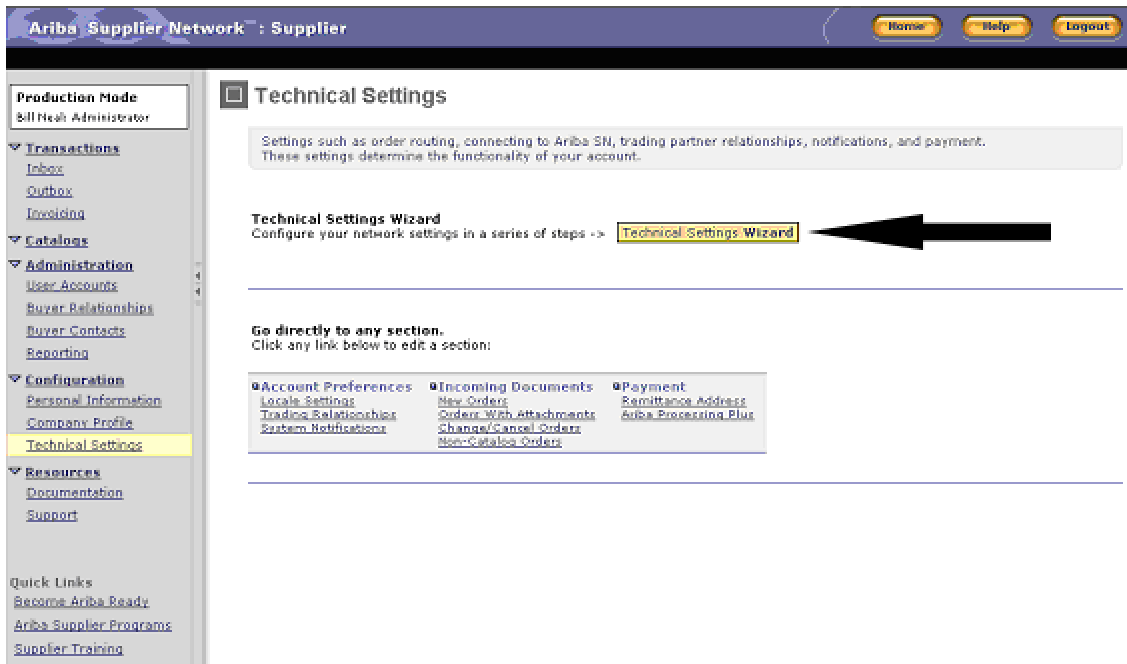
10. Once successfully logged into your Ariba supplier account, it will need to be configured. Under the **Configuration** heading on the left hand side menu, click **Technical Settings** to open the **Technical Settings** section.

- Click **Technical Settings Wizard** to open the **Account Preferences** – **Locale Settings** section.

11. In the **Account Preferences – Locale Settings** section enter the time zone to which you are located and select the **Default Currency** (**US Dollar** is shown by default).

12. Within the **Account Preferences – Trading Relationships** section, mark **Automatically accept all relationship requests**. Click **Next** to open the **Account Preferences – Notifications** section.

13. In the **Account Preferences – Notifications** section, enter e-mail addresses to which you want items to be sent in the listed fields.

   - Mark the checkbox to the right of the applicable fields for which you want to be notified.

   - Click **Next** to continue to the **New Orders** section.

14. Within the **New Orders** section, select the method to which you want to be notified about new orders. Mark **Fax** or **Email** and enter in the specific number or e-mail address. Mark available fields for any additional options

- Click **Next** to continue to the **Orders with Attachments** section.

15. In the **Orders with Attachments** section, select the method for receiving purchase orders that contain attachments.

   - Mark **Email** and enter in the specific email address that you want orders to be sent. Mark available fields for additional options.

   - Mark **Online Inbox** if you want to receive all orders in your Ariba supplier inbox.

   - Click **Next** to continue to the **Change/Cancel Orders** section.

16. In the **Change/Cancel Orders** section, mark one of the following to receive information regarding change or canceled orders:

- **Same routing method as new orders** – Mark if you want orders sent via the new order settings
- **Fax** – Mark and enter in the fax number. Mark available fields for any additional options.
- **Email** – Mark and Enter in the email address. Mark available fields for additional options.
- **Online Inbox** – Mark if you want Change/Cancel Orders sent to your Ariba inbox.

- Click **Next** to continue to the **Non-Catalog Orders** section.

17. In the **Non-Catalog Orders** section, mark the method to which you want to receive non-catalog orders.

- In the **Do you accept non-catalog (ad hoc) orders** field, mark if you want to accept non catalog (ad hoc) orders.

- If you clicked **Yes** to accept non catalog orders, mark how you want to receive them (Fax / Email) and mark the available fields for additional options.

- Click **Next** to view the **Summary** section and complete the technical settings for your **Ariba** account.

18. The **Summary** section will list all the settings you just previously configured. Please verify that all information shown is correct.

   If you feel that any edits need to be made, click on the appropriate menu selections on the left hand side to return to that section

   Click **Submit** to submit the settings and return to the **Technical Settings** section.
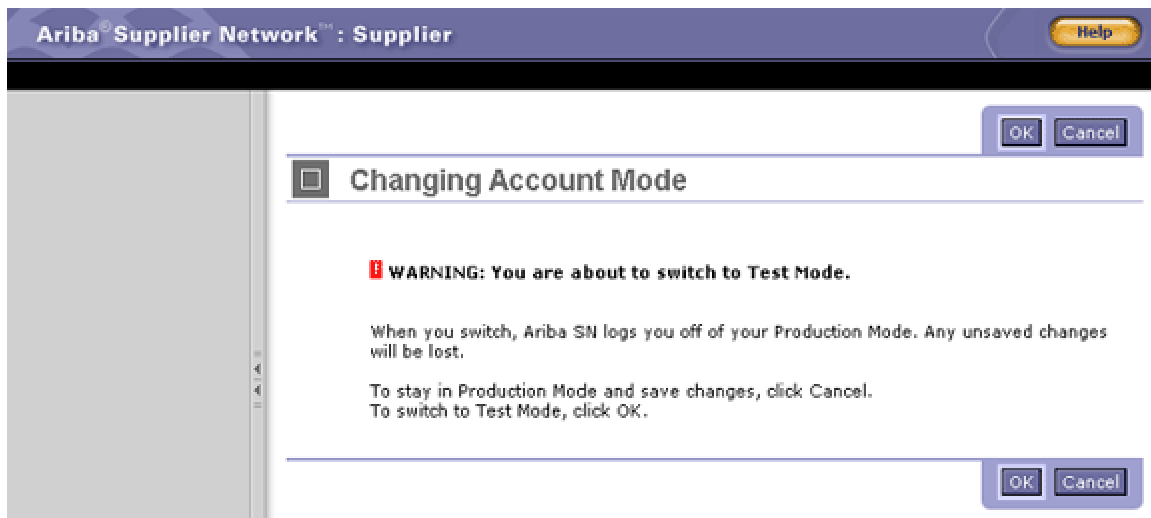
   Note: You will now have to create a test account to verify that orders are being sent to your newly established Ariba supplier account.
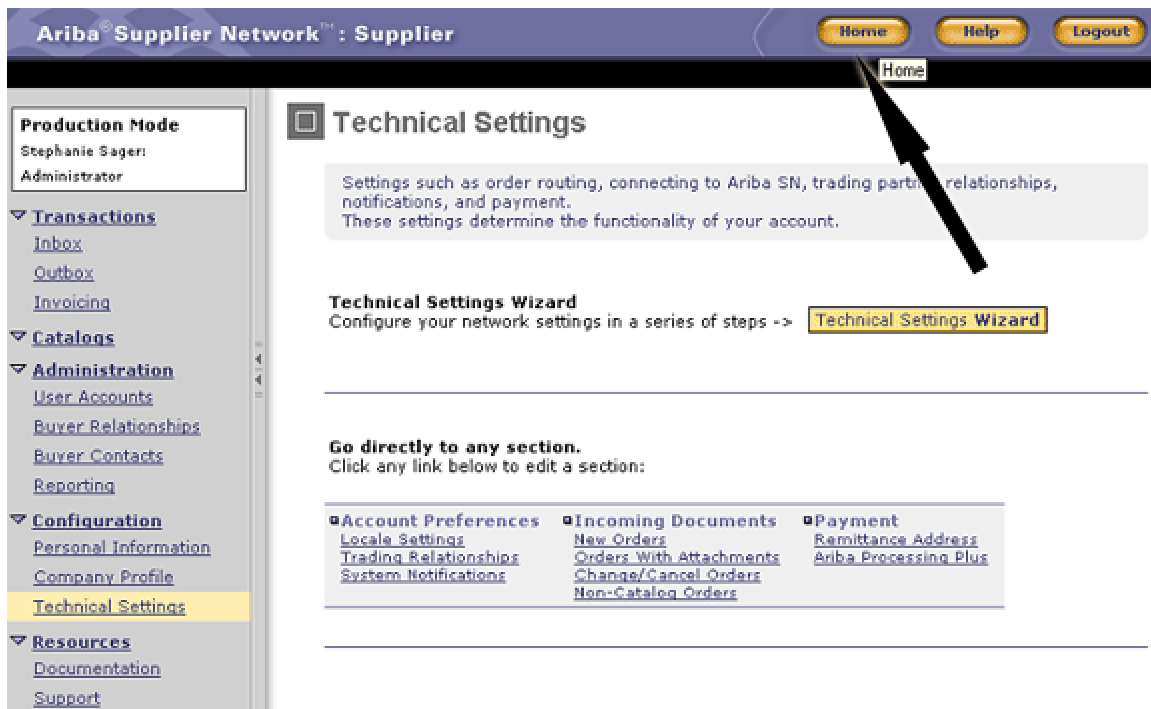
19. Click **Home** at the top of the menu bar to return to the Ariba supplier network home page.
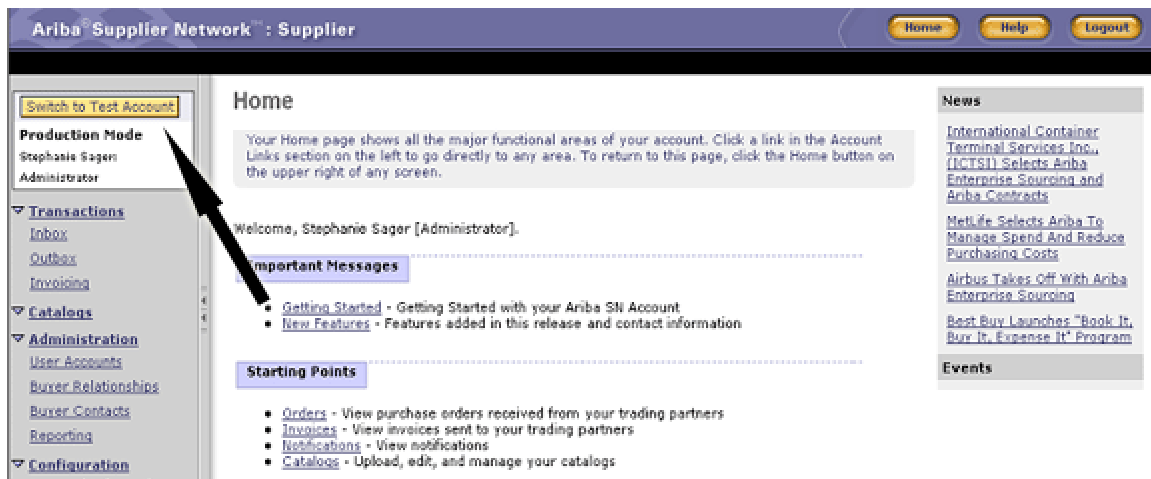
20. At the **Home** section, click **Switch to Test Account** to open the **Changing Account Mode** section.

21. In the **Changing Account Mode** section, click **OK** to create an Ariba test account.

22. Within the **Create Test Account** section, enter your normal e-mail address with the text "**test-**" in front.

- In the **Password** field, enter in a test password and reenter the test password in the **Confirm Password** field.

- Click **OK** to open the **Important Message to Account Users** section.

23. Your Ariba test account has been officially established.

- Within the **Important Message To Account Users** section, click **Technical Settings** from the menu bar to open the **Technical Settings** section.

Note – The top left had corner will show "**Test Mode**"

24. In the **Technical Settings** section, click **New Orders** under the **Incoming Documents** heading to open the **New Orders** section.

Ariba® Supplier Network™ : Supplier

New Orders

Select your preferred method for receiving new orders.

○ **Fax**

Country	Area	Number
USA 1 ▼		

☐ Send a cover page with each fax
☐ Include the full PO in the fax

◉ **Email**

Address to send orders to: Stephanie.sager@kinkos.com

☐ Attach cXML OrderRequest in the email message
☐ Include the full PO in the email message

○ **Online Inbox** (Save POs in my online inbox, but do not send them to me)

25. Within the **New Orders** section, select the method to which you want to be notified about new orders. Mark **Fax** or **Email** and enter in the specific number or e-mail address.

    Note: Enter in the normal e-mail address to which you want to receive orders.

    - Mark available fields for any additional options. Click **OK** to return to the **Technical Settings** section.
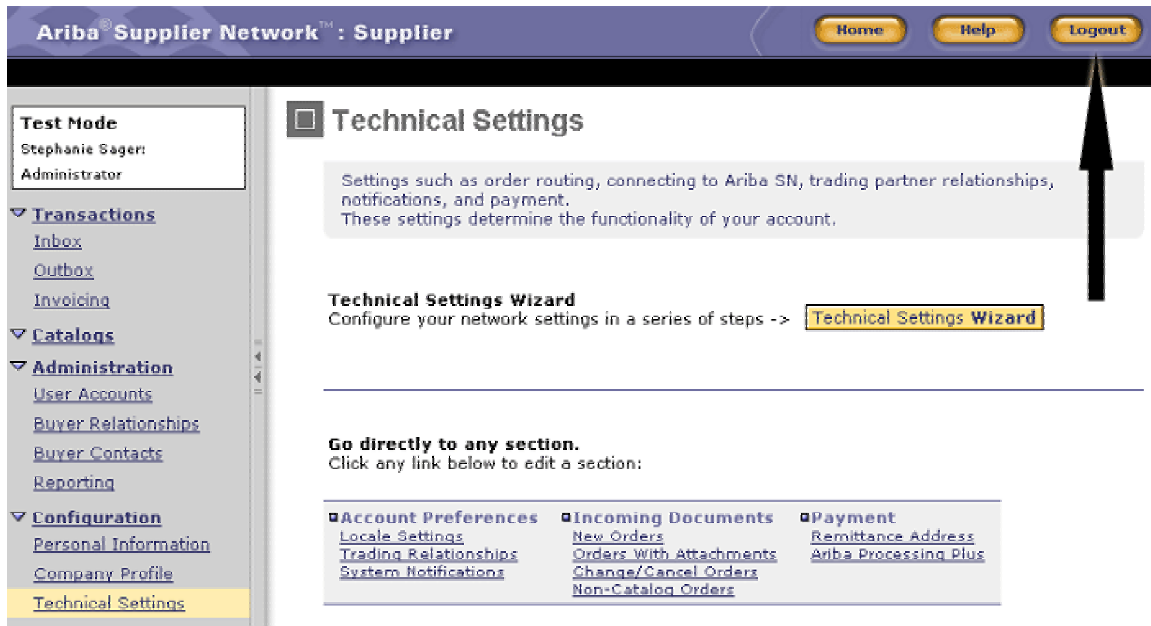
26. Click **Logout** at the top of the menu bar. A test order will be sent from eVA to verify that your account is working and active.

Note: You will need to compose an e-mail with the subject **Request A Relationship between eVA and Ariba** to **suppliers@ams.com** .

- Please include your companies **Legal Name** within the body of the message. This is necessary for the eVA system to work with Ariba for order purposes.

Congratulations, you have completed the eVA / Ariba supplier network registration process.